

**Lebanon Board of Finance
Minutes of May 13, 2010
Regular Meeting**

Members Present: Liz Charron, Chairman; David Geligoff, Gregg Lafontaine; Betsy Petrie; Lori Wesolowski; Chuck Haralson (alt); Phil Johnson (alt); Susan Zickmann (alt)

Members Absent:
Glen Coutu

Item A. Call to Order

The meeting was called to order at 7:30 p.m. by L. Charron, Chairman
C. Haralson was appointed to vote for G. Coutu

Item B. Minutes of previous meetings

L. Wesolowski moved to accept the April 8, 2010 Regular Meeting Minutes. D. Geligoff seconded the motion. The following change was discussed: Under Item G. Other, change "Information was shared among the Board about the Senior Center van. The original grant that the Senior Center was applying for..." with "Information was shared among the Board about the senior van. The original grant that the Commission on Aging was applying for..." Motion passed unanimously with the suggested change.

B. Petrie moved to accept the April 13, 2010 Special Meeting minutes. G. Lafontaine seconded the motion. Motion passed unanimously.

Item C. Correspondence

L. Charron shared a letter with the Board from resident Heidi Tarbox supporting education and asking the Board to consider giving more to the Board of Education. All other correspondence received was discussed under New Business.

Item D. Monthly Expenditures/Revenues/Payment of Bills

J. Day reviewed the current expenditures and revenues with the Board. The two largest revenue shortfalls are Investment Interest, which fell short by \$50,000 and the Board of Education. Jim was asked to look into the Building Department being over budget. Department of Public Works is projected to be over budget by \$10,000. Jim also submitted an updated summary of the approved actions of the Board up to April 8, 2010.

E. Ongoing Business

1. Discuss the results of the May 11, 2010 referendum on the Amston Lake Sewer project with representatives from the WPCA and discuss next steps. Vote to approve the bonding for the Amston Lake project passed with 990 yes votes and 293 no votes. The Board discussed that the WPCA will be putting together their project plans and requested that advance notice be given to the Board of monies needed.

(P. Johnson entered the meeting at 8:03 pm)

2. Review results of the May 11, 2010 referendum on the 2010-11 Fiscal Year Budget and non-binding advisory questions.

The budget referendum passed with 754 yes votes and 534 no votes. The results of Advisory question No. 3 on whether the Board of Education budget is at an appropriate level were: 515 answered it was too high and 358 answered it was too low. The results of Advisory question No. 4 on whether the Town Government budget was at an appropriate level were: 372 answered it was too high, 192 answered it was too low.

3. Consider and Act on the proposed 2010-11 Budget for the Town of Lebanon General Town Government, Board of Education, and Special Revenue Funds and estimates of revenue, including appropriations to the Capital Reserve & Annual Capital Expense Fund and the reallocation of unexpended funds. (if necessary).

No action was required.

4. Consider and act on recommendations from the Finance Office in the current fiscal year for accomplishing certain identified tasks.

B. Petrie moved to appropriate up to \$12,600 to implement the seven corrective actions suggested by the auditor for the finance office and to have an overview done of the finance office to develop an implementation plan for future improvements required. C. Haralson seconded the motion. Motion passed unanimously.

Item F. New Business

1. Consider and act on setting the 2010-11 mil rate.

G. Lafontaine moved to set the town mil rate for the fiscal year 2010-11 at 22.1 mils. B. Petrie seconded the motion. Motion passed unanimously.

2. Consider and act on correspondence received from OPM regarding our audit submitted for the 2008-09 fiscal year.

The Selectmen's Office will work with Jim Day to submit a corrective action plan to the OPM. The six items are:

1) Develop an Accounting Policies and Procedure Manual, which will be addressed by the consultant which will be hired to assist the finance office and will be completed by next year.

2) Preparation of Financial Statements. The Finance Office has gone through staff turnover and this will be addressed.

3) Out of balance funds. Out of 22 funds, 12 of these were out of balance. This will be addressed by the consultant.

4) Revenue and Expense Account Reviews will be addressed with the consultant.

5) Account Reconciliations will be addressed when the corrective actions are in place.

6) Fixed Assets and Inventory Record Keeping will be addressed by the Selectmen's office.

3. Update from town council on the Capital Projects Ordinance.

The Board discussed the current ordinance for approval requirements of certain capital expenditures. The ordinance should be either rewritten in more detail or repealed. The issue will be followed up in September.

Item G. Other

J. Days informed the Board that the MERF account for town employees will be short \$10,000 for the next fiscal year. Currently it is budgeted for 7.5% and the federal government regulations have raised it to 9.5%. Action will need to be taken in the future to bring funding up to the suggested level.

Item H. Adjourn.

B. Petrie moved to adjourn the meeting. C. Haralson seconded the motion. Motion passed unanimously. Meeting adjourned at 9:33 p.m.

Respectfully submitted,
Diana Drake
Recording Secretary